

## MANAGEMENT & OVERSIGHT CHECK LIST

<b>AUTOMATED SYSTEMS - Use</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. USDA Acquisition Tool Kit			
A. FedBizOpps			
B. Announcement/Solicitations			
C. Davis Bacon/Service Contract Act			
D. SBA Pro-net			
E. Excluded Parties List			
F. NIH (CPS) Past Performance			
G. GSA Advantage			
2. NFC			
A. FFIS - Vendor Coordinator			
B. FFIS - Clear processing (to NFC/Direct Entry)			
C. Uses FFIS viewing tools			
3. Other Automated Systems			
4. Procurement Reporting Systems - 279			
5. Internal Review Processes			
A. Status Reports/Tracking System			
B. Self Accuracy Checks, Staff Quality Checks, Customer Service Customer Survey			
6. Resource Tools (FAR, AGAR, Issuances- <i>P&amp;P</i> , <i>Bulletins</i> , <i>Alerts</i> )			
A. Subscriptions			
B. SOP - P.D. website			
7. Location Reviews - How often? Using CARE as a tool			

**MANAGEMENT & OVERSIGHT CHECK LIST (Continued)**

<b>STRATEGIC PLAN INITIATIVES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Purchase Card/Check writing - PCMS (SEE PC CHECK LIST)			
2. Simplified acquisition under \$100,000 - Streamlined Procurement			
3. Maximum use of Commercial Item Acquisition (FAR 13.5(b))			
4. Value Engineering (FAR 48)			
5. Energy Initiatives ESPC (FAR 23.2) Use of Recovered Material (FAR 23.4) Environmentally Preferable & Energy-Efficient Products/Services “Greening” (FAR 23.7 and E.O.s 12902, 13101 & 13123)			
6. Procurement Preference Program.-- Goal-setting, Tracking, Meeting Goals and assuring correct information for reporting purposes.			
7. Procurement outreach -- Trade fairs, Bidder Lists			
8. Procurement Personnel A. Training B. Appropriate Delegation Level C. Understand of DR-5001-1			
9. Delegated Authority for O&M Service Contracts			
10. Performance Based Service Contracting			